

BASIC RECYCLING GUIDE

Paper Recycling:

- White paper
- Colored paper
- Junk mail
- Cardboard—corrugated , Kleenex boxes, envelope boxes, tablet backs, toilet paper tubes, etc.
- Printers mix
- Computer print-out
- NCR paper
- Envelopes
- Plastic window envelopes
- Adding machine tape
- Index, keypunch, tab cards
- Newspaper
- Magazines & catalogs
- Glossy and coated paper
- Post-it notes
- File folders (manila & colored)
- Ream wrappers
- Telephone books
- Paperback books

Staples & paper clips are acceptable

UNACCEPTABLE PAPER

- *Food wrappers*
- *Kleenex (facial tissues)*
- *Photographs*
- *Plastic binders*
- *Tyvek envelopes*
- *Carbon paper*
- *Used paper plates*



Please remove any of the sticky “blobs” that are used to attach advertising to junkmail or other promotions—they really cause jam-ups at the paper mills!

Bottle & Can Recycling

- #1 plastic soft drink & water bottles, containers (look on bottom for # if needed)
- Aluminum cans
- #2 plastic bottles (look on the bottom for # if needed)
- Steel cans
- Glass bottles & jars